

CalOMS Field Readiness Assessment Summary Project Schedule

| Deliverables & Milestones | Planned Completion |
|---|---------------------------|
| <i>Project Planning</i> | |
| Project Charter | 9/26/03 |
| Draft Project Management Plan (includes project schedule and risk management plan) | 9/26/03 |
| Draft Communication Plan | 9/26/03 |
| Initial communication to counties/direct providers | 9/26/03 |
| Final Project Management Plan and Communications Plan | 10/17/03 |
| <i>Field Readiness Assessment</i> | |
| Deliver draft Survey Instrument and instructions to ADP for comment | 10/03/03 |
| Finalize and distribute survey instrument and instructions | 10/17/03 |
| Complete county survey meeting and assessment (first of five) | 11/21/03 |
| Complete county survey meeting and assessment (second of five) | 12/05/03 |
| Complete county survey meeting and assessment (third of five) | 12/19/03 |
| Complete county survey meeting and assessment (fourth of five) | 12/05/03 |
| Complete county survey meeting and assessment (fifth of five) | 12/19/03 |
| Provide draft Field Readiness report to ADP for comment | 01/02/04 |
| Finalize Field Readiness report | 01/09/04 |
| Complete presentations on report to ADP, field advisory and county representatives on field readiness | 1/26/04 |
| <i>Prepare and distribute Toolkit</i> | |
| Provide draft Field Readiness toolkit to ADP for comment | 12/19/03 |
| Finalize Field Readiness toolkit | 1/02/04 |
| Distribute toolkit to counties with conference calls | 1/09/04 |
| <i>Prepare County Readiness Plans</i> | |
| Complete documentation of counties approach, strategy and plan to achieve field readiness | 1/30/04 |
| Deliver Report of County Readiness Plan to ADP for comment | 02/03/04 |
| Finalized Report of County Readiness Plan | 2/11/04 |
| Complete presentations on report to ADP, field advisory and county representatives on County Readiness Plan | 2/13/04 |